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[REDACTED] SUPPORT OFFICERS' MEETING  
19 February 1964  
DD/S Conference Room

1. Those present:

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[REDACTED]

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2. [REDACTED] reported on the following topics:

a. Friday, 21 February 1964, is a Sunday type holiday except for EE and FE.

b. DD/S advised that there is a "big head of steam" on in the Government to do right by our women. The President is interested, and has designated Secretary Wirtz as Chairman of a Committee to study the problem and submit a report. Mr. Echols has proposed that we designate a woman as a representative on the Personnel Advisory Board. He is asking for nominations from the Deputy Directors.

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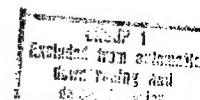
[REDACTED]

d. Approval has been given for the establishment of a barber shop on the ground floor. It will take three or four months to clear the barbers.

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e. Mr. Bannerman advised that the President's Advisory Board has submitted its report on the [REDACTED] case. It included 20 odd recommendations all of which are based on the Agency system. No changes are required by the Agency to comply with the recommendations. The strongest

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point in the paper was a requirement that each Department and Agency come up with a system which would provide for centralized responsibility for personal security.

f. As a result of a recent case, the IG is processing an amendment to the regulations that will require more prompt detailed reporting on the whereabouts of personnel returning from overseas. This is the result of an employee and his family who left [ ] on 31 January and were to arrive in New York 8 February. The employee's planned itinerary, which was pouched, did not arrive until about 16 February. A check at New York revealed that the employee was not on the manifest for the flight he was supposed to be on. After much checking he was located in Washington.

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g. Mr. Houston reported that Senator Dodd made a very good speech supporting CIA against all the recent criticism in speeches and articles. However, the newspapers failed to pick it up and publish it. Copies are being circulated in the Agency.

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1. Support officers are asked to take a look at [ ] dated 23 December 1960, which introduced a Domestic Travel form that combined the travel order, to see if this wouldn't reduce the travel workload for the Divisions. (Combines elements of Travel Order form, Request for Advance form, and the Travel Voucher form.)

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j. The DD/P received an action memorandum suggesting that a quota system be installed for cable traffic. Mr. Helms replied that he was not setting a quota, but that he had instructed his Division and Staff Chiefs to maintain a continuing check on cable traffic and to reduce it wherever possible. Specifically mentioned was the reduction of administrative traffic. [ ] suggested that the Divisions start to build a record which would show how much reduction had been accomplished. Reduction is to be in number and length of cables.

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k. A cable from a non-DD/P component was released recently which stated that it had been concurred in by Chief, [ ] when it had not been. The DD/P asked that Division personnel be sure the DD/P has seen any cable which indicates that the DD/P personally has concurred.

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1. [ ] stated that we should not send TDY help to replace personnel on home leave from a sizeable Station.

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m. [ ] advised that the Civil Service Commission had placed a moratorium on promotions from GS-15 to GS-16 until the Pay

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Bill is passed or until August, whichever comes first. He also advised that a review team composed of a DOD man, a State man, an Ambassador and a Brig. General were looking at military representation. They are not looking at us for the moment, but we will probably be looked at later.

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